

MORGAN ENGELBRECHT

Operations, Document Control, Quality Assurance and Reporting Professional

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Operations, quality assurance and reporting professional with 5+ years' experience across legal, corporate and publishing environments, spanning document control, editorial quality assurance, workflow coordination and data reporting. Skilled in building Excel and Google Sheets dashboards, automating recurring reports, and running quality checks that catch errors before they reach a client. Experienced across the full document and information lifecycle, from data collection, drafting and version control, through editorial review and compliance checking, to a clean, client-ready output. Comfortable owning a workflow end-to-end and adapting quickly across reporting, document control, editorial and operations-focused responsibilities.

CORE SKILLS

Reporting and data

- Dashboard design and reporting automation
- Data validation and quality assurance
- Trend analysis and KPI tracking
- Pivot tables, XLOOKUP, INDEX/MATCH, conditional formatting

Document control

- Document and version control
- Revision tracking and document lifecycle management
- Filing and repository systems
- Audit trails and records management

Editorial and quality assurance

- Editorial quality assurance and technical editing
- Proofreading, copy-editing and plain language analysis
- Style guide and brand compliance
- Fact checking and client compliance checks

Operations and coordination

- Workflow coordination and process improvement
- Project administration and cross-functional collaboration
- Stakeholder reporting, status tracking and coordination
- Feedback and revision tracking

SYSTEMS AND TECHNICAL PROFICIENCIES

- Microsoft Excel (pivot tables, XLOOKUP, INDEX/MATCH, data validation, conditional formatting, dashboard design), Word (Certified), PowerPoint, Outlook
- Google Sheets (Apps Script automation), Google Drive (version control), Trello
- Currently expanding proficiency in SQL, Power BI and SharePoint
- AI-assisted tools for research, reporting, document drafting, editing and workflow automation

PROFESSIONAL EXPERIENCE

Operations Coordinator and Quality Assurance

Libricom | May 2025 to present

- Coordinated quality workflows across multiple concurrent client projects with competing deadlines.
- Tracked project status, outstanding actions and production data/progress across multiple concurrent projects to maintain reporting visibility and keep production on schedule.
- Reviewed financial, corporate and branded publications for accuracy, completeness and client compliance.
- Strengthened review checklists by introducing additional data verification steps, catching more errors before they reached final output.
- Maintained accurate production records and reporting logs throughout each project and document lifecycle.
- Coordinated with production and client teams to resolve outstanding document issues.
- Mentored new team members on workflow and quality-tracking procedures, providing structured feedback to improve performance.

➤ **Improved workflow visibility and review consistency by strengthening quality and document tracking processes and introducing additional verification controls.**

Collateral Coordinator

Henley & Partners | August 2023 to July 2024

- Managed tracking spreadsheets, audit trails and structured filing systems to keep multiple concurrent global marketing collateral projects organised.
- Coordinated document revisions between stakeholders and design teams, maintaining accurate version and change records.
- Created and updated corporate documents and marketing collateral from stakeholder briefs, ensuring data and content accuracy.
- Maintained version histories and change records for marketing collateral and presentations.
- Checked published content regularly to keep it accurate and current.

➤ **Improved operational consistency and document traceability through structured tracking, version control and organised information management.**

Legal Document Proofreader and Quality Analyst

Exigent Limited | January 2021 to March 2023

- Managed daily review workflows for high-volume legal documentation and tracked amendments while meeting strict client turnaround times.
- Proofread and reviewed legal contracts for formatting, consistency and accuracy.
- Verified corrections and maintained accurate records of document status and amendments.
- Resolved client queries and clarified submission requirements.
- Maintained high quality standards within an SLA-driven legal environment, reviewing 6-7 longform documents weekly.

➤ **Trusted to review client-facing legal documents where accuracy and attention to detail were critical, consistently delivering within client deadlines.**

SELECTED PROJECTS

Personal project: Operations reporting dashboard

- Designed and built an interactive Excel/Google Sheets dashboard from scratch to track job application workflows and recruitment KPIs.
- Used pivot tables, Apps Script, conditional formatting and data validation to automate reporting and remove manual tracking.
- Analysed application trends, response rates and role-fit metrics to guide data-driven job search decisions, turning raw activity data into a clear, actionable view.

PROFESSIONAL ACHIEVEMENTS

- Reduced document errors by strengthening quality checking procedures across multiple review workflows.
- Maintained document accuracy across multiple simultaneous client projects in deadline-driven environments.